

**DEPARTMENT OF LABOR & ECONOMIC GROWTH  
OFFICE OF HUMAN RESOURCES**

Implementation of  
Drug and Alcohol Testing  
Under Civil Service Rule 1-7

All newly hired state classified and all unclassified employees are subject to pre-employment drug and alcohol testing. In addition, all non-exclusively represented employees, i.e. Business and Administrative Unit employees and managerial, supervisory and confidential employees are subject to reasonable suspicion drug and alcohol testing. In addition of any of these employees are in a test designated position, they are subject to random drug testing. Civil Service Rule 1-7 requires that all employees subject to such testing be given specific training materials in order to familiarize them with the provisions of the rule.

New employees hired and/or appointed to Business and Administrative Unit or supervisory, managerial or confidential positions in the Department of Labor and Economic Growth will receive drug and alcohol testing training as a part of their new employee orientation. This training will consist of specific written materials and viewing the 12 minute employee video. The training materials will be provided by the Office of Human Resources to each bureau. Bureau Liaisons will be responsible for providing the training materials to each newly hired/appointed employee. The Bureau Liaison will also be responsible for returning the training verification signature sheet to the Office of Human Resources.

Additional training is required for supervisory employees. The Office of Human Resources will conduct this training on a quarterly basis. Each Bureau Personnel Liaison irresponsible for notifying the DATC (drug and alcohol testing coordinator) of employees who are promoted to a supervisory position and in need of this training. A schedule of training dates will be provided to each bureau by the DATC.

Pre-employment testing should be coordinated between the Office of Human Resources personnel specialist assigned to the bureau and the Bureau Personnel Liaison.

If an incident occurs giving rise to reasonable suspicion, either the Bureau Liaison or supervisor should immediately contact the DATC. A decision will be made by the DATC in conjunction with the supervisor and any other appropriate bureau manager(s) as to whether reasonable suspicion testing will occur. If testing is ordered, the issues of transporting the employee to the testing site, pay status of the employee, returning the employee to work, and any other issues which arise will be discussed and decisions made based on the circumstances of the current situation